

2014- 2015 BUDGET OPTIONS

The Budget Option software enables you to create Reduction, Reallocation and Revenue options that affect FY2014 and FY2015 Current Services projections. Please see the August 31, 2012 memo from Secretary Ben Barnes (subject: Budget Adjustments (Policy Options) for FY 2014 and FY 2015 Biennium) for policy regarding FY 2014-2015 Options. Agencies are to submit their reduction, re-allocation and revenue option packages to OPM's Budget and Financial Management Division not later than **October 1, 2012**.

MENU BAR COMMANDS

Return

Terminates options processing and returns to the main budget menu

Edit

- Delete Option - removes the entire option (may be restored before saving)
- Undelete Last - restores the last option that was deleted since the most recent save
- Undelete All - restores all the options that were deleted since the most recent save

Sort

- By Title – arranges the listing on the initial screen alphabetically by title within each option type
- By Priority – orders the initial screen listing by priority within each option type

Submit to OPM

Registers the date and time of your option submittal on the OPM budget server

Print

- Generates the Options Summary when the Selection Screen is active. This summary should be signed by the agency head prior to submittal to OPM
- Prints all options within a selected category (when the Selection screen is active)
- Creates hardcopy of each option when an individual option is active

SCREEN NAVIGATION

SELECTION SCREEN

Select an agency and an appropriated fund to begin. Double-click on one of the green-shaded *Option Types* rows, click **Add New Reduction Option** to create a new option, or click on an option title to edit an existing option, then proceed to the General Information screen.

Option Title	Priority
Add New Reduction Option	
Reduction-Mosquito Control Program	1.0
Reduction - Entomology & Plant Pathology	2.0
Reduction - Agency Business/Maintenance Support Services	3.0
Reduction of Research Programs	4.0
Eliminate Capital Equipment Request	5.0
Add New Reallocation Option	
Add New Revenue Option	

THE GENERAL INFORMATION SCREEN

Fill in the requested information for all fields. *Contact*, *Title*, and *Description and Reason* are required before a SAVE is permitted. *Quantifiable Statistics* may be either numeric or text.

Spell Check is available to test selected text for misspellings.

POSITION/FINANCIAL SCREEN

Positions - Enter the number of permanent full-time positions in the first row.

Financial - Double click in the leftmost cell (under positions) to generate a selectable list of valid SIDs.

Reduction Options - amounts **must be entered with a preceding minus sign (-)**. Choose “Yes” or “No” to signify whether the option has an impact on federal funding, revenue or reimbursements. If yes, enter a brief explanation of the impact.

* **New Feature** – There is now a section for you to enter a revenue change associated with each reduction option. Revenue **reductions** should be entered as **positive numbers** in order to calculate a net reduction amount. (This procedure is similar to the revenue option’s Associated Costs section.)

Revenue Options - require you to enter Revenue Account amounts and Associated Costs to calculate a net revenue amount. Select a Revenue Account, and then enter revenue and expenditure amounts.

SUBMITTAL REQUIREMENTS

- Complete all fields for each option.
- Click **Submit to OPM** on the Options Processing top menu bar.
- Send one original and two additional hardcopies of the Option Summary (Print from the Selection screen menu) and each Option to your budget analyst; all supporting data for your Options – word processing documents, spreadsheets, etc. - must be submitted electronically
- Provide hardcopies to your OFA analyst

GETTING HELP

Direct technical questions, comments, and suggestions to the Applications Development and Support Unit:

- Chuck Pomeroy 860-418-6370 charles.pomeroy@ct.gov

POLICY QUESTIONS SHOULD BE DIRECTED TO YOUR BUDGET ANALYST.